# Filing Instructions / Checklist for Engineers:

#### General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- The application **must** be completed online and printed, or may be typewritten. All hand written applications will be returned.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS.*All application fees are nonrefundable.

#### References:

- References are required for both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section D of the application; additional pages may be attached if needed.
- When completing reference forms, at least two (2) of the three (3) required, must be registered/licensed in engineering.
- References should correspond with the supervisors listed under item D of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering experience. The references must send the completed forms directly to the Board.
- Completed reference forms sent to this office by the applicant will not be accepted.

#### Verifications:

- Verifications are required for both exam and comity applicants who do not have a Record Book with NCEES.
- It is the responsibility of all applicants to contact the State Board from which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

## Transcripts:

- Transcripts are required for both exam and comity applicants who do not have a Record Book with NCEES.
- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

## **NCEES Record Book Holders:**

- Evidence of Lawful Presence form should be sent with the application to prevent delays.

#### **Evidence of Lawful Presence:**

- All applicants, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A). Failure to provide this information will delay processing of your application for Board review and registration process.

## **Board Meetings/Deadlines:**

- Applications filed after the deadline date will be processed for the following Board meeting.
- All deadlines for review fall 2 weeks prior to Board Meetings.
- If at the end of six (6) months from the date of filing an application, the application is not complete, it will be cancelled by the Board for lack of interest.

# Checklist:

Enginee	r in	Training:
		Application
		Evidence of Lawful Presence
	ü	Transcripts
Professi	onal	Engineer by Exam:
	ü	Application
	ü	Evidence of Lawful Presence
	ü	Transcripts
	ü	3 References (2 of which are Professional Engineers)
	ü	Verification for FE
Professi	ona	I Engineers by Comity:
	ü	Application
	ü	Evidence of Lawful Presence
	ü	Transcripts
		3 References (2 of which are Professional Engineers)
	ü	Verification of FE and PE
Professi	ona	Engineers by Comity with NCEES Record Book Established:
		Application
	ü	Evidence of Lawful Presence



# If paying by Visa, MasterCard, or Discover please fill out below.

Card Number:
Card Number:
NOVUS: Card Number:
Signature Code/CV2 Number (located on back of card):
Expiration Date of Card:
SHOW AMOUNT HERE:

If you are paying by Check, please make payable to: WY Bd of Reg for PE/PLS

# **PAYMENT AMOUNTS:**

•	Applications - Professional-Comity & Exams:	\$100.00
•	Applications- Corporate/Firm:	\$75.00
•	Applications- Fundamental- Engineering and Surveying	\$50.00
•	<b>Renewals</b> - Active, first time, renewal based on exemption:	\$90.00
•	Renewals- Retired:	\$25.00
•	Renewals- Inactive:	\$90.00
•	Renewals- Corporate:	\$90.00

• For renewals with **late fees** please refer to the fee schedule located on the website under "renewal info." <a href="http://engineersandsurveyors.wy.gov">http://engineersandsurveyors.wy.gov</a>

NONREFUNDABLE COMITY FEE: \$100

# COMITY APPLICATION FOR PROFESSIONAL ENGINEERS NCEES RECORD BOOK HOLDERS ONLY

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nome Addres	55					SS#			
City			State		Zip	DOB			
D	l					D'albahasa			
Present Emp	loyer					Birthplace			
Business Add	dress					Citizenship			
						5.			
						Home Phone			
City			State		Zip	Business Phor	ne		
Address for o	correspondence	9	Home [	7	Business	E-mail Addres	S		
		-	<b>-</b>						
A. EDUCAT	ION								
Name & Ad	Idress of Instituti	on Date	es of Attendance		Curr	iculum	_	Degree/Date	
B. LICENSU	JRE Anything the	nat does not app	ly, please leave l	blanl	k.				
First License:	Jurisdi	otion:	NCEES Exam	ı∨ ⊏	]N Date:	Written E	vom: $\square$	and/or Oral Exam:	
Fundamentals	(FE)								
Exam: Principles & Pr	Jurisdi ractice	ction:	NCEES Exam	]Y	N Date:	No. Hour	S	Lic. No.	
(PE) Exam:	Jurisdi	ction:	NCEES Exam	]Y [	]N Date:	No. Hour	s	Lic. No.	
Are you currently licensed in your original jurisdiction of licensure? Yes  No  Jurisdiction: Lic. No.									
Indicate the br	anch of Enginee	ring youĄ ^¦^ ex	kaminedÁ§:						
List any additional license below  List any additional examinations below									
Jurisdiction Date License N			Expiration	. !	Jurisdiction	Date		Examination	7
									_

Name:

Date of Registration \_\_

D.		QUESTIONS	YES	NO
	1.	Has your original license lapsed?		
	2.	Has any state revoked, reprimanded, or suspended your license?		
	3.	Has any disciplinary action been taken against you?		
	4.	Other than traffic violations, have you ever been convicted of a felony or misdemeanor?		
		If the answer to any of the above questions is "yes," please explain on a separate sheet of page	oer.	
Ε.		CODE OF ETHICS		
		I hereby subscribe to and agree to exemplify the following Code of Ethics:		
		It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any Profession	onal Eng	ineer:
	1.	To act for his client, or employer, in professional matters otherwise than as a faithful agent or trustee	, or to a	accept any
		remuneration other than his stated recompense for services rendered.		
	2.	To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or bus	iness of	anyone.
	3.	To attempt to supplant another Engineer after definite steps have been taken toward his employment.		
	4. -	To compete with another Engineer for employment by the use of unethical practices.	1 41	
	5.	To review the work of another Engineer for the same client, except with knowledge of such Engineer, or unl of such Engineer with the work has terminated.	ess the	connection
	6.	To attempt to give or obtain technical services or assistance without fair and just compensation commenced to the compensation compensation commenced to the compensation compensatio	nensura'	te with the
	0.	services rendered.	nonoura	.o war are
	7.	To use the advantages of a salaried position to compete unfairly with other Engineers.		
	8.	To act in any manner or engage in any practice which will tend to bring discredit to the honor or dignity	of the e	engineering
		profession.		
F.		AUTHORIZATION AND AUTHENTICITY		
ТН	E ST	ATE OF)		
		) SS.		
Со	unty	of)		
	ı	being duly sworn, hereby	/ affirm tl	hat the
sta	teme	, being duly sworn, hereby nts and information contained in this application are true in every respect to the best of my knowledge.	<b>U</b>	iai iiio
		Signature of Applicant		
Su	bscrib	ped and sworn to before me by 20	_	
um	·	day 01		
		Notary Public		
Му	Com	mission expires		
Δα	tion o	of Board		
		ber		
	INUIT			